



# CITY OF HOUSTON

## Job Posting

AP

<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
<b>Job Classification</b>	ASSISTANT BUYER
<b>Posting Number</b>	PN# 110952
<b>Department</b>	Department of Public Works & Engineering
<b>Division</b>	Public Utilities Division
<b>Section</b>	Operations Support Branch
<b>Reporting Location</b>	611 Walker*
<b>Workdays &amp; Hours</b>	M - F, 7:30 a.m. – 4:30 p.m.*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs routine research and follow-up on purchase orders and contracts; expedites delivery of purchase orders; maintains back-orders files. Assists buyers by reviewing purchase requisitions and/or contracts for content and conformance to specifications. Obtains quotations of requisitioned items by contacting vendors. Assists buyers in bid openings; may compile and compare bids; assists in preparing and proofing bid tabulations. May purchase simple, standardized items. Assists buyers by compiling data for preparation of product specifications. Maintains lists of bidders. Maintains requisitions and purchase order files and logs. Generates reports as needed. Performs administrative support activities and other routine duties as needed.

**WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires an Associate's degree in Business Administration, Materials Management, Purchasing or a closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

No experience is required.

**MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

**PREFERENCES**

Preference will be given to those applicants with experience in the Microsoft Word, Excel, and Access – Advantage 2000.

**SELECTION/SKILLS TESTS REQUIRED**

However, the Department may administer a skill assessment evaluation.

**SAFETY IMPACT POSITION**

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 12**  
\$789 - \$1,102 Bi-weekly      \$20,514 - \$28,652 Annually

**OPENING DATE**

June 07, 2006

**CLOSING DATE**

June 20, 2006

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer